

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARH

15 APR 2004

MEMORANDUM FOR See Distribution

SUBJECT: Implementation Policy for Career Management Field (CMF) 42 (Adjutant General) (ARH memo 04-011)

1. References:

a. Memorandum, PERSCOM, TAPC-PLC-C, 31 Oct 02, Notification of Future Change (NOFC) to DA Pam 611-21, E-0304-38, ADS XXI Realignment of Career Management Field (CMF) 42 (Adjutant General).

b. Memorandum, PERSCOM, TAPC-PLC-C, 15 Aug 03, Notification of Future Change to DA Pam 611-21, E-0404-12, Establishment of Special Reporting Code (SRC) OOF (MOS Immaterial National Guard Bureau (NGB)).

c. Memorandum, National Guard Bureau, NGB-ARH, 15 Apr 04, Implementation and utilization of Special Reporting Code (SRC) OOF (MOS Immaterial) (ARH memo 04-006).

d. AR 220-1, Unit Status Reporting, 10 June 2003.

2. This policy guides the implementation of the 71L Military Occupational Specialty (MOS) elimination plan and conversion of 75B, 75H and 75F into CMF 42 (Reference 1a)(enclosure 1). The methodology for the elimination of MOS 71L is based upon the guidance received from the Army G1 and Army G3. The intent is to delete 71L positions that are documented for the sole purpose of performing general administrative duties. Those positions that are not general administrative duties will be coded with a predominant MOS based upon the duties the position requires. This entire process is based on a four-year transition period (FY05 through FY08).

3. All States and Territories will implement the actions directed in this policy.

4. Eliminate the 71L MOS in both Modified Table of Organization and Equipment (MTOE) and Table of Distribution and Allowances (TDA) documents. This is done either through elimination or coding these positions to another MOS. See paragraph 5 below.

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a. Implement the position reclassifications of 75B and 75H to 42A, 75F to 42F, and 71L to 42L per reference 1a (Enclosure 1) during the FY06 Command Plan to all TDA and MTOE documents in effect on or after 1 October 2005. This includes revision to duty titles, grades and identifiers.

b. All 71L positions with a remark code of "UP" or "UN" will be converted to Special Reporting Code (SRC) OOF. See reference 1c for implementation policy.

c. The only positions that will be coded 42L on the TDAs are those identified for deletion. Leaders at all levels need to be involved in determining position reclassification that is not directed by this policy.

5. The following positions in the TDAs will be coded as listed below. Each position will retain the SQI or ASI. See paragraph 9 and enclosure 3 for utilization guidance.

a. Equal Opportunity (SQI Q). These positions will be coded OOF.

b. Inspector General (SQI B). These positions will be coded OOF.

c. First Sergeant (SQI M). These positions will be coded OOF.

d. Instructor (SQI H). These positions will be coded OOF with a remark code of "UN".

e. Executive Administrative Assistant (ASI E3). These positions will be coded 42A.

f. Postal Operations and Supervisor (ASI F4/F5). These positions will be coded 42A.

g. MSG and SGM Positions. These positions will be retained and coded to an appropriate MOS based upon the duties of the position.

6. The personnel reclassification, to include any required revision to personnel records, publication of orders, and update of Standard Installation/Division Personnel System (SIDPERS) transactions must commence 1 May 2004 and be completed on or before 31 August 2004. The effective date on the MOS orders and in SIDPERS must be 31 August 2004.

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7. Personnel substitution. For the purposes of Unit Readiness Reporting (USR) per Chapter 4, AR 220-1, the following substitutions are authorized through 1 October 2005. This includes utilizing Soldiers in these positions. Soldiers meeting these substitutions will be identified as qualified in SIDPERS. These are the only substitutions allowed.

- a. MOS 75B may be substituted for MOS 75H.
- b. MOS 75H may be substituted for MOS 75B.
- c. MOS 42A may be substituted for MOS 75B and 75H.
- d. MOS 42F may be substituted for MOS 75F.
- e. MOS 42L may be substituted for MOS 71L.

8. Effective immediately, the ARNG will no longer contract applicants for MOS 71L. Soldiers will not be scheduled for or sent to MOS 71L training. Soldiers will not be contracted for 42L positions. They may be contracted for the MOS that the position will be coded per this instruction.

9. Utilization and promotion policy. The following guidance will be used in conjunction with NGR 600-200.

a. Effective 1 September 2004, Soldiers with an MOS of 71L that do not have a secondary or additional MOS of 75B or 75H will maintain the 42L MOS until they complete the training requirements to be awarded the 42A MOS. This provision is for Soldiers who elect to keep 42A as their CPMOS. Once training is complete, they will be awarded the 42A MOS. During the draw down period, Soldiers identified and not trained will be considered under the CPMOS of 42A for assignments and promotion opportunities. If selected for promotion, they may be promoted even though all school requirements are not met. These Soldiers must complete the course within one year from the effective date of the promotion and before any further promotion consideration. All Soldiers must be reclassified before 1 October 2007.

b. Soldiers will be considered for promotion in their Career Progression MOS (CPMOS) of 75B, 75H and 71L through the entire FY04 promotion board cycle. As an exception to policy, 75B and 75H may be combined into the 75H CPMOS on the FY04 promotion list. This is only with the concurrence of the MPMO and TAG. The 71L MOS will not be combined into the 75B or 75H MOS on the promotion list.

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before they can be awarded the 42A MOS. This course will be a web-based application, approximately 36 hours in length. The Adjutant General School will publish specific information on this course during the 4th quarter of FY04.


11. Points of contact

a. Enlisted policy issues, MSG Chris Van Briesen, DSN 327-3401, (703) 607-3401 or email Christopher.VanBriesen@ngb.army.mil.

b. Force Structure issues, CW3 Ramon Olivo, DSN 327-7807, (703) 607-7807 or email Ramon.Olivo-Astol@ngb.army.mil.

Endl

1. CMF 42 NOFC
2. SRC OOF NOFC
3. OOF Policy Memorandum


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